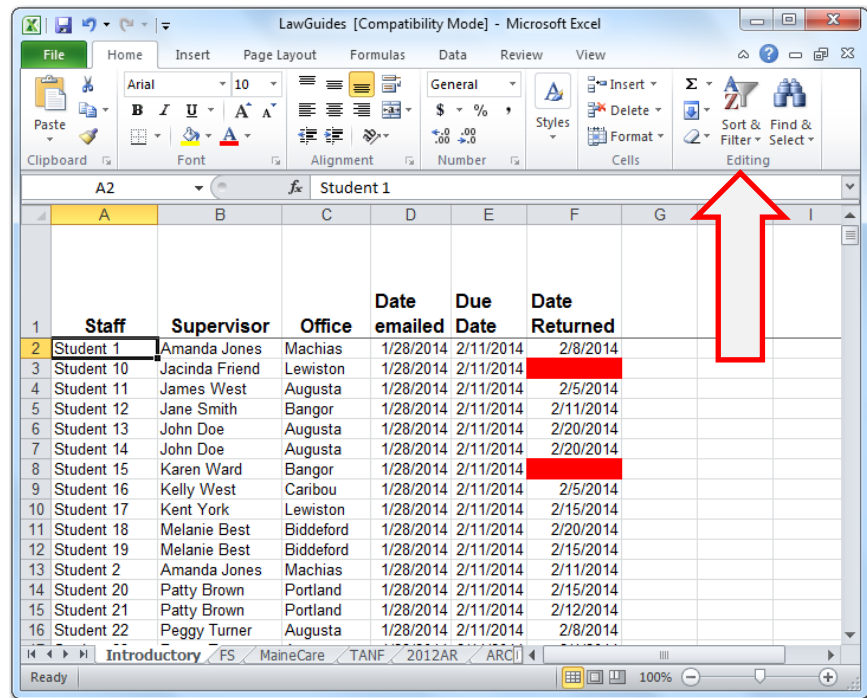


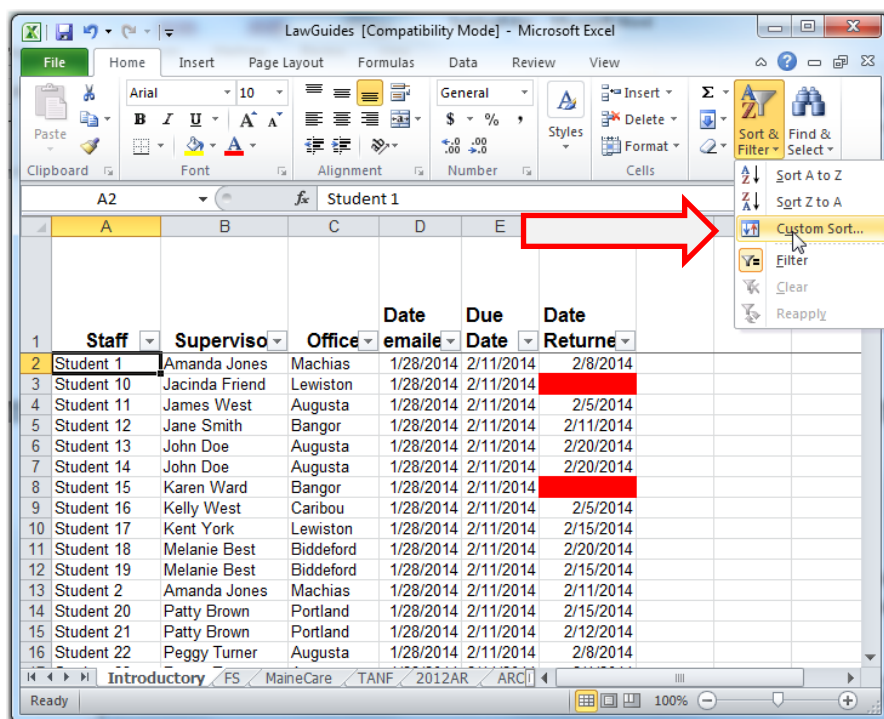
Sort and Filter

Make a copy (Save As) of your spreadsheet just in case you ever need to get back to the original.

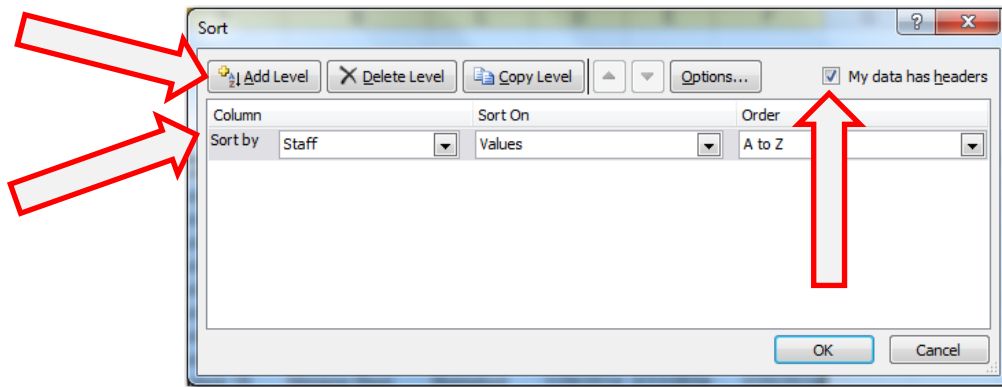
1. Click **Sort & Filter**



2. Click **Custom Sort**

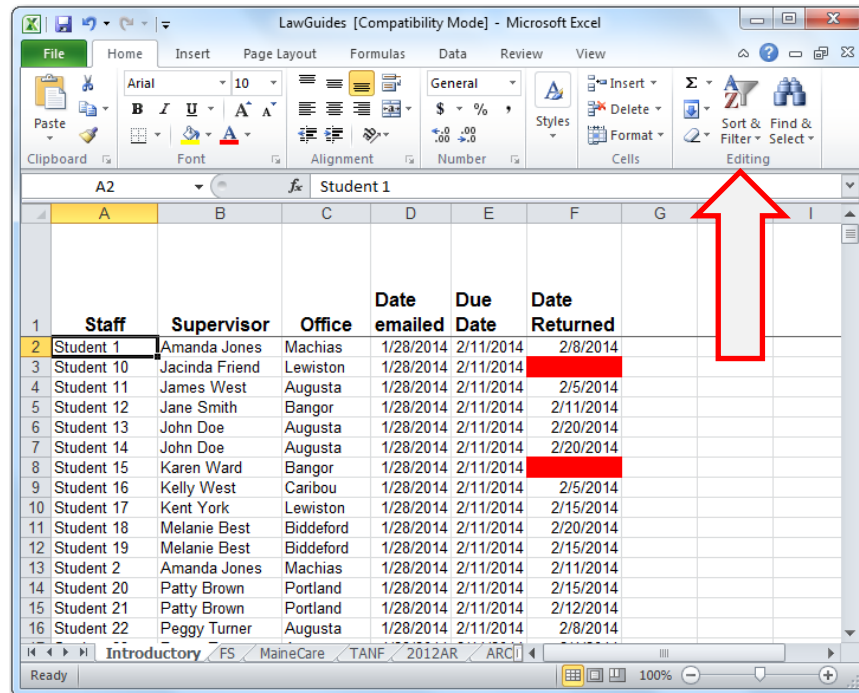


3. Select what you want to **Sort by**. If you need multiple Sorts, select **Add Level**. If your data does not have headers (title rows), remove the check at **My data has headers**. Click **OK** when finished.

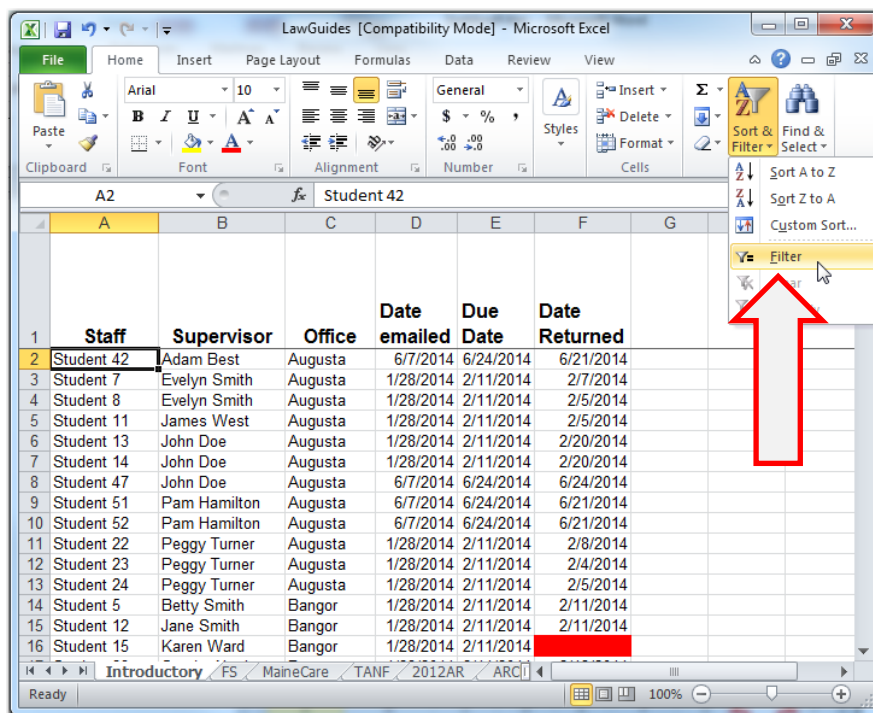


If you end up with a “sort gone bad”, you can click undo or you can resort the data. Once you get the results you need, save your data.

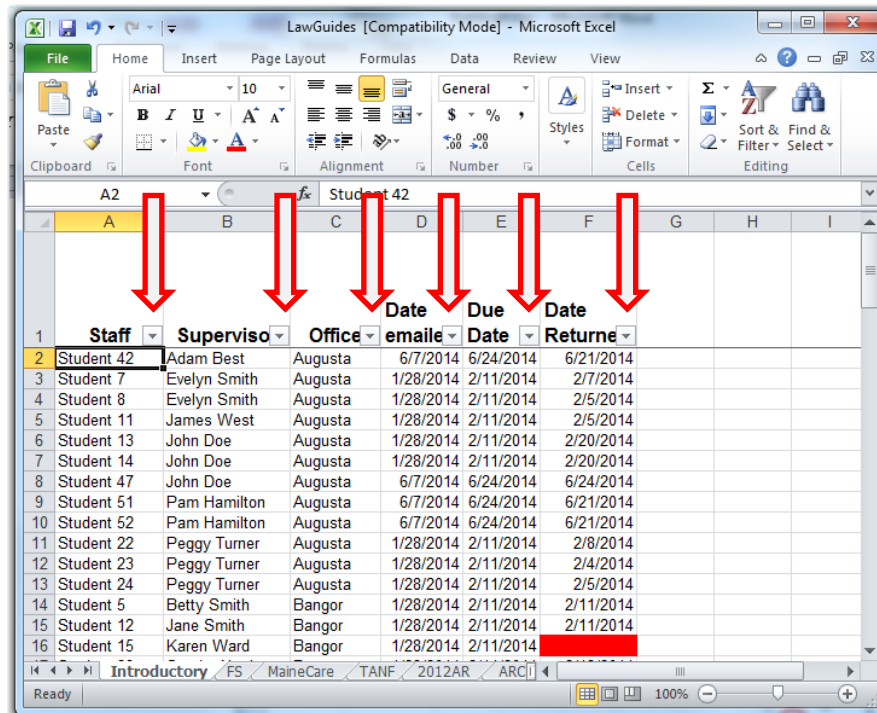
1. To filter your data, click **Sort & Filter**



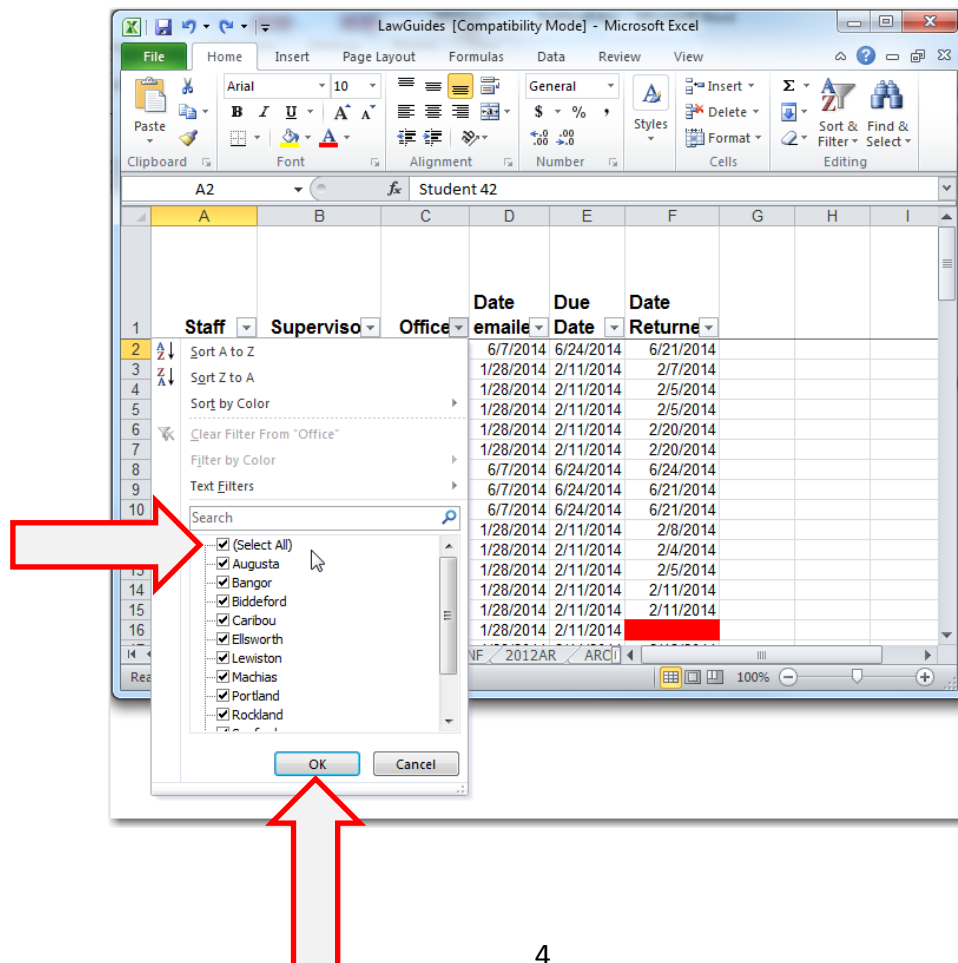
2. Click **Filter**



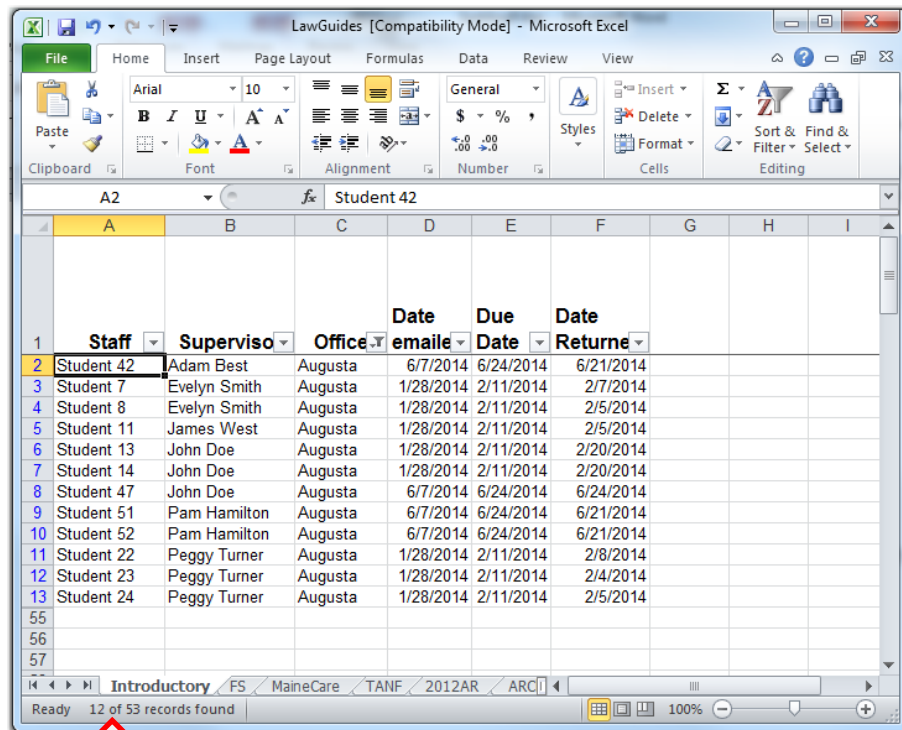
3. Select the heading that you want to filter on



4. Uncheck (Select All) and select your filter criteria, click OK when finished



One of the most useful things about a filtered list is your ability to see the actual count. This filter has 12 records out of the total of 53. If someone just needs a number, you can easily filter the 53 records and give them the tally. For example, 12 students in Augusta, 5 in Bangor, 14 in Portland, etc.



The screenshot shows a Microsoft Excel spreadsheet with a filtered list of records. The status bar at the bottom indicates 'Ready 12 of 53 records found'. A red arrow points to this status bar.

	Staff	Superviso	Office	Date email	Due Date	Date Return
2	Student 42	Adam Best	Augusta	6/7/2014	6/24/2014	6/21/2014
3	Student 7	Evelyn Smith	Augusta	1/28/2014	2/11/2014	2/7/2014
4	Student 8	Evelyn Smith	Augusta	1/28/2014	2/11/2014	2/5/2014
5	Student 11	James West	Augusta	1/28/2014	2/11/2014	2/5/2014
6	Student 13	John Doe	Augusta	1/28/2014	2/11/2014	2/20/2014
7	Student 14	John Doe	Augusta	1/28/2014	2/11/2014	2/20/2014
8	Student 47	John Doe	Augusta	6/7/2014	6/24/2014	6/24/2014
9	Student 51	Pam Hamilton	Augusta	6/7/2014	6/24/2014	6/21/2014
10	Student 52	Pam Hamilton	Augusta	6/7/2014	6/24/2014	6/21/2014
11	Student 22	Peggy Turner	Augusta	1/28/2014	2/11/2014	2/8/2014
12	Student 23	Peggy Turner	Augusta	1/28/2014	2/11/2014	2/4/2014
13	Student 24	Peggy Turner	Augusta	1/28/2014	2/11/2014	2/5/2014